



DIVIZJONI TA' L-EDUKAZZJONI  
DIPARTIMENT TA' L-ISTUDJI OGHLA  
U EDUKAZZJONI Ta' L-ADULTI

EDUCATION DIVISION  
DEPARTMENT OF FURTHER STUDIES  
AND ADULT EDUCATION

Tel: 21 240419

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Date: 1<sup>st</sup> June 2006  
Ref : AE 17/2006  
From: Mr Anthony DeGiovanni, Director Further Studies & Adult Education  
To: All Heads of School (State only)  
Subject: Officer in Charge: School of Art (Gozo)

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The Director General (Education) invites applications from teachers/instructors who wish to be considered to perform the duties of Officer in Charge at the School of Art at Ghajnsielem, Gozo.

The selected candidate will retain his/her rights as teacher/instructor but will not have any right to extra remuneration for performing such duties. Should a teacher/instructor residing in Malta be selected, transport expenses or any other expense (e.g. overnight stays) will have to be met by the nominee.

The nomination, which is for a maximum period of two years, renewable, may be terminated at any time at the discretion of the Director General, Education.

The nominated person will be expected to perform duties on a full-time basis. Such duties are to be performed during the school's time schedule between Mondays and Fridays and include the following:

- ◆ Monitoring the quality and standards of teaching and learning and the specialised programmes of this fine art and crafts school;
- ◆ Ensuring order and discipline and the promotion of healthy relationships between staff and learners;
- ◆ Co-ordinating the school's timetable;
- ◆ Compiling data and updating school statistics and records;
- ◆ Monitoring the school's cleanliness and seeing to the proper maintenance and servicing of the school building, facilities and equipment;
- ◆ Preparing the capital and recurrent school budget within the parameters and priorities set by the Education Division;
- ◆ Performing duties connected with the School Council in accordance with the rules and regulations of School Councils;
- ◆ Managing and controlling funds according to established Government financial regulations and recording all transactions according to established practice;
- ◆ Keeping a detailed inventory according to prescribed regulations;
- ◆ Liaising with the officer in charge Adult & Evening Courses (Gozo), the Gozo Education Office and the Asst Director (Adult Learning & Educational Broadcasting).

Duly filled applications on the enclosed form and endorsed by the immediate superior are to reach the Education Division by not later than 15<sup>th</sup> June 2006, addressed to:

***The Asst Director of Education (Adult Learning)***  
**Room 320**  
**Education Division**  
**Floriana CMR 02**

**Anthony V DeGiovanni**  
*Director*  
*Further Studies & Adult Education*

**Application Form**  
Officer in Charge Gozo School of Art

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ I.D No \_\_\_\_\_

Warrants No. \_\_\_\_\_ N.I. No. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Home Telephone No. \_\_\_\_\_

School where serving \_\_\_\_\_

Qualifications \_\_\_\_\_

\_\_\_\_\_

Experience \_\_\_\_\_

\_\_\_\_\_

Any other relevant information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Head \_\_\_\_\_

Date \_\_\_\_\_